



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Redevelopment Manager</b>	
<b>DEPARTMENT:</b>	<b>Business Assistance &amp; Housing Services</b>	
<b>REPORTS TO:</b>	<b>Director of B.A.H.S.</b>	<b>DATE: April, 2009</b>
<b>EMPLOYEE UNIT:</b>	<b>Management &amp; Confidential</b>	<b>Supersedes: November, 1999</b>
<b>FLSA EXEMPT:</b>	<b>Yes</b>	

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**JOB SUMMARY:** Under general direction of the Director of Business Assistance and Housing Services (BAHS), performs higher level and responsible professional work in the formulation, coordination, and implementation of various financial, economic development, redevelopment, affordable housing and business assistance programs and supervises other staff as directed by the Director.

**CLASS CHARACTERISTICS:** This is a mid-management level classification in B.A.H.S. This position requires skilled professional and technical work of a highly responsible nature; demonstrated project management skills; the ability to communicate and interact with other departments, Agency members, and the public; the application of knowledge and skills gained through specialized training and experience; the exercise of considerable initiation and discretion; and the use of seasoned judgment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Director of B.A.H.S., and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Plan, organize, and assist in the major functions of the Redevelopment Agency including Plan Amendments/Adoptions and Implementation Plans.
2. Manage specific redevelopment projects including feasibility analyses, pro forma evaluations, land acquisition and disposition, relocation activities, and project development.
3. Prepare special studies, requests for proposals, and reports related to economic development, housing, and redevelopment.
4. Negotiate, prepare, and administer contracts.
5. Prepare or supervise, as directed, the preparation of staff reports, resolutions, and other plans/studies used by the City Council/Redevelopment Agency.
6. Meet, advise, and negotiate with developers/businesses regarding complex redevelopment, economic development, downtown, and housing issues.

7. Responsible for property management functions for the Redevelopment Agency's real property and leases.
8. Act as the facilitator, coordinator, and/or project manager for redevelopment, housing, economic development projects and programs as required.
9. May act as the lead analyst for projects as assigned.
10. Provide technical and administrative assistance on a variety of redevelopment, economic development, and housing programs and projects.
11. Make presentations to and attend meetings of the Redevelopment Agency Board, City Council, City Commissions, businesses, and general public as needed.
12. Administer Agency/City financing programs including the facade loan program, as assigned.
13. Assist in developing department-wide goals, policies, procedures, and plans such as business attraction and retention strategies.
14. Assist with the annual Redevelopment Agency budget and work plan.
15. Assist with development of public improvements and facilities as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Possess a Bachelors degree from an accredited college in business administration, public administration, economics or urban planning.
2. Four years of responsible experience in economic development, redevelopment, housing, or directly related field. A Masters degree may be substituted for up to 2 years experience.

**Licenses & Certificates:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possession of Real Estate License desired.

**Knowledge of:**

1. Principles and methods and of applying economic development theory, including techniques to promote and stimulate economic activity.
2. Commercial and small business finance.
3. Redevelopment laws and procedures, including Housing laws and regulations.
4. Real estate procedures and documents.

5. Principles, practices, of administration and budgeting.
6. Research methods and the source of information pertaining to economic development and business retention.
7. Economic development planning relating to City growth, land use, circulation, site planning and urban design.
8. Budget preparation and control.
9. Pro forma Evaluation and analysis.

**Skill in:**

1. Preparing comprehensive reports with clarity and accuracy.
2. Making verbal reports and presentations at public meetings.
3. Negotiating complex redevelopment agreements and financial and business assistance packages.
4. Interfacing with business clients, developers, government officials, community leaders and others.
5. Exercising resourcefulness in meeting and resolving problems.
6. Communicating City/Agency policies to developers, businesses, and the general public.
7. Use of common office software including Microsoft Office.
8. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Develop and maintain effective working relationships with those contacted in the course of the work.
2. Use initiative and sound independent judgment in the course of undertaking assigned responsibilities.
3. Prepare and present comprehensive technical reports and proposals.
4. Organize work, set priorities, meet critical deadlines and complete assignments with minimal supervision.
5. Plan, organize, coordinate, and supervise work of professional consultants and Agency/City staff as directed.
6. Coordinate and manage effectively all aspects of a complex multi-functional redevelopment activity.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office; some travel is required.
2. Noise level in the work environment is usually moderate.